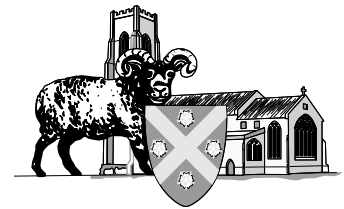


## Minutes of Worstead Parish Council virtual meeting held on Tuesday 23<sup>rd</sup> March 2020 at 7.00pm

**Present:** S, Cole (Chair), R. Barrett, S. Ginn, A. Millar, A. Bond, M. Smith, B. Eagleton and K. O'Hara (19.34).

**Also in attendance:** 2 members of the public & District Councillor Saul Penfold **Clerk:** Mrs. Sarah Martin.

- 1 Open forum for Public Participation: an opportunity to hear from members of the public**  
There was no public participation.
- 2 District / County Councillor**  
No County Councillor report.  
District Councillor Saul Penfold reported:
  - NNDC are preparing for the County elections on 6<sup>th</sup> May 2021. Polling stations will be Covid safe.
  - The North Norfolk Sustainable Communities Fund is open and looks for environmental credentials and how the scheme will benefit the community and the environment.
- 3 To consider approval of apologies, if applicable – None.**
- 4 To consider co-option of Parish Councillor**  
Two applications had been received for the one vacancy. Both applicants attended the meeting and introduced themselves to the Councillors. A vote was held in which the majority voted to co-opt John Bacon. The unsuccessful applicant was thanked for attending the meeting and for their interest in joining the PC and encouraged to reapply when a further vacancy arises. (They left the meeting at 19.36).  
John Bacon signed the declaration of office, which the Clerk witnessed and joined the meeting (19.37).
- 5 To resolve whether to approve the minutes of the Monthly Meeting held on Tuesday 23<sup>rd</sup> February 2021.**  
The minutes were proposed as a correct record without amendment by Cllr. Barrett and seconded by Cllr. Millar; all Cllrs. agreed. These will be duly signed by the Chairman.
- 6 To receive any declarations of interest in items on the agenda and any requests for dispensation: None.**
- 7 Planning: (Cllrs. Barrett and Millar)**
  - a. To ratify decisions on the following planning applications with comments requested prior to this meeting:**  
**PF/21/0510** - Wensley Manor, Sandy Hills, Worstead, North Walsham, Norfolk, NR28 9LY - Single storey side extension  
It was noted that a **resolution** of No Objection or Comment had been submitted.
  - b. To consider the following planning application:**  
**PF/21/0496** Old White Horse, Station Road, Briggate, Worstead, North Walsham, Norfolk, NR28 9QY - Conversion and extension of outbuilding to form two bedroom holiday let  
It was agreed to question the culvert and flooding concerns; the rotation of the building on the plans, and access to the site, and to confirm comments via email before submitting.
  - c. To receive new applications and make comment on applications not on this agenda - None**
  - d. To receive planning updates and decisions, if applicable: None**



## 8 Leisure and Recreation: (Cllrs. Cole and Barrett).

- a. **To receive general report** – a brief report was given including one incident of lipstick smeared over the play equipment, and graffiti on kicking wall however no reports of littering. The rope on the rotaweb to be looked at.
- b. **To update, discuss and consider Tree Planting Scheme, including Community Orchard**  
It was discussed arranging a meeting with local landowner to discuss possible locations and to arrange a meeting with the tree officer at NNDC to discuss their tree planting scheme.
- c. **To consider quotes for fencing at playing field/Westwick Road**  
A quote had been requested however not received yet – to consider at next meeting.
- d. **To consider litter picking**  
It was discussed trying to arrange a weekend of litter picking for individuals/households to do rather than a community event. Action: Cllr. Millar/Clerk.

## 9 Conservation:

- a. **To update, and agree any actions, on conservation schemes**  
Bure Valley Conservation Scheme have scheduled a date in August to cut and rake the Churchyard, however it will need further consideration to remove the cuttings. It has been confirmed to NNDC that the conservation area remains and not to be included in their scheduled cutting.

## 10 Highways: (Cllrs. Bond and O'Hara)

- a. **To receive SAM2 data**  
No data this month as device was being repaired (new unit/seals). Device due to be returned this week and plans to install in Meeting Hill.
- b. **To receive update regarding Parish Partnership Schemes for 2021/22**  
The Parish Council has received notification that both schemes submitted for a Parish Partnership bid (Meeting Hill kerbing and village gateway Honing Road) have been successful and will be carried out before the end of March 2022.
- c. **To discuss HGV traffic within Parish, and consider any actions arising**  
Reports being received of HGV traffic through village although not suitable for HGV signs in place. Cllr Ginn contacted one Company, but no response received yet. Clerk enquired with Highways on weight restrictions however the response was that this type of scheme is not supported.

## 11 Queen Elizabeth Hall: (Cllr. Ginn)

- a. **To receive report**  
Brief report given – AGM arranged for April, new treasurer and secretary; Trustee training to be arranged to which the PC is invited to join.

## 12 School: (Cllr. Barrett)

- a. **To receive report**  
The school newsletter had been circulated – nothing further to report.

## 13 Finances and Administration:

- a. **To consider approval of Statement of Account and Bank Reconciliation**  
There were no questions raised; proposed to accept by Cllr. Barrett; seconded by Cllr. Smith - all agreed.
- b. **To consider the following invoices and resolve whether to make payments for:**

Sarah Martin (Salary Jan-March 21)	£706.53
HMRC	£144.40
Ashley Ads (village signage - £30.00 + VAT, inc. delivery)	£ 36.00
Westcotec (repair of SAM2 speed device - £379.50 + VAT)	£455.40

**Resolution:** All invoices were agreed to be paid.



- c. **To review and consider the following policies:**
  - i. **The review of the Data Protection Policy** – no amendments – review agreed by all.
  - ii. **The review of the Privacy Statement** – no amendments – review agreed by all.
  - iii. **The review of the Information Audit** – no amendments – review agreed by all.
  - iv. **The adoption of a Retention of Documents Policy** – it was agreed to adopt this policy
- d. **To consider subscription renewal to NALC or NPTS**

It was proposed by Cllr. Barrett; seconded by Cllr. Millar to remain with NALC (Norfolk Association of Local Councils) for 2021/22 – agreed by all.
- e. **To discuss and consider amendment of April/May meeting date**

Following discussion regarding current legislation allowing virtual meetings to take place until 7 May 2021, and the requirement to hold an Annual Parish Council Meeting (APCM) during May, but with the uncertainty of public gatherings, it was agreed to cancel the PC meeting on April 27<sup>th</sup> and move it to Thursday 6<sup>th</sup> May 2021 to be held virtually. The Annual Parish Meeting arranged for Tuesday 20<sup>th</sup> April 2021 (virtually).
- f. **Financial Correspondence, if any, to be noted** – None.

## 14 **To discuss and consider Graveyard Extension project**

The Chairman explained that the PC is not legally permitted to spend monies on the Church and the land marked as the graveyard extension is owned by the Diocese/ Glebe. The PC is not the Burial Authority. It was therefore agreed to put this project on hold until further information can be gained. Action: Chair to investigate further.

## 15 **Projects – to receive update reports and consider any actions arising:**

- a. **Memorial bench installations:**
  - i. **Worstead Cemetery** - bench to be installed within next week.
  - ii. **Fairstead at School** – bench has been installed.
- b. **Defibrillators**

Volunteers have been set up to regularly check the village hall and Meeting Hill defibrillators. Clerk to contact the Station Officer for an update on when the defibrillator will be installed at the train station. Also for an update on the cycle storage.
- c. **Bengate noticeboard** - still to be installed.
- d. **Briggate telephone box** – repairs to the door to be completed and then repainted.
- e. **To update on village hall car park improvements** - Clerk to set up meeting with contractor to discuss options and then to apply for grant funding.

## 16 **Matters for discussion (for information only)**

The Woven newsletter is hoped to be produced/distributed early April.  
Thanks given for repairs to cemetery gates.

## 17 **Items for next agenda: 6<sup>th</sup> May 2021**

Conservation Schemes.  
To investigate central document system.

## 18 **To receive correspondence and agree response (if any): all noted.**

General Correspondence  
Cluster 10 Police Newsletter  
NALC newsletters inc. Wellbeing  
Norwich Western Link project update

Meeting closed 20.48